

BEL-REA APPLICANT INFORMATION RELEASE FORM

Dear Bel-Rea Veterinary Technician Training Applicant:

We are highly protective of our student records. However, we also understand that you may need other people in your life to be involved in application/enrollment process, such as a parent, spouse, or counselor.

Please complete this form to give Bel-Rea’s staff permission to interact with the specified individuals and provide those individuals access to the specified records as-needed throughout your application/enrollment process.

This form can be updated at any time by contacting your Admissions Advisor or Financial Aid Advisor. You will automatically fill out a new form to update this information when you attend New Student Orientation Day. Additional information on the Family Educational Rights and Privacy Act (FERPA) is available on the back of this form.

YOUR NAME (please print neatly): _____

In signing below, I grant permission for the individuals listed to interact with the specified departments and access the specified records as-needed throughout my Bel-Rea application/enrollment process:

- **Admissions Staff and application/enrollment records** (e.g. application and enrollment information, status, required paperwork, academic records, etc.).
- **Financial Aid/Payment Office Staff and financial records** (e.g. Financial Aid information, billing and payment information, account statements, etc.).
- **Student Services Staff and personal records** (e.g. health and disability documentation, accommodations, etc.).

<u>INDIVIDUAL’S NAME</u>	<u>RELATIONSHIP (e.g. parent)</u>	<u>TYPE(S) OF ACCESS GRANTED</u>
_____	_____	<input type="checkbox"/> Admissions Staff and application/enrollment records <input type="checkbox"/> Financial Aid/Payment Office Staff and financial records <input type="checkbox"/> Student Services Staff and personal records
_____	_____	<input type="checkbox"/> Admissions Staff and application/enrollment records <input type="checkbox"/> Financial Aid/Payment Office Staff and financial records <input type="checkbox"/> Student Services Staff and personal records
_____	_____	<input type="checkbox"/> Admissions Staff and application/enrollment records <input type="checkbox"/> Financial Aid/Payment Office Staff and financial records <input type="checkbox"/> Student Services Staff and personal records

OR, NONE: Do not interact with anyone other than myself.

I understand that some of my records may be protected under the Family Educational Rights and Privacy Act of 1974 (FERPA) and cannot be released without my written consent. I hereby waive all provisions of the law and privilege relating to the records described in this disclosure. I certify that this consent has been given freely and voluntarily. I may revoke this consent at any time by providing written notice of such revocation to the college office or person who maintains the records of the authorization.

SIGNATURE

DATE

INFORMATION ON THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The **Family Educational Rights and Privacy Act (FERPA)** is a federal law that provides guidelines to students and schools regarding the privacy of a student's **directory information** and **educational records**.

- FERPA allows students some control over who will receive their "directory information" and other educational information contained in their academic records.
- FERPA gives students the right to view, and pursue amending, their educational records.
- FERPA outlines for schools under what circumstances information from a student's educational record can be given out, and to whom.

When a student **turns 18 years old or enters a postsecondary institution at any age, privacy rights transfer from the parent to the student.** The student is then responsible for his or her own educational records. The **one exception** is for a **parent who has rightfully claimed the student as a dependent on his/her taxes.** (NOTE: If a student is **under 21**, the **school has the right to inform a parent of a student's use or possession of alcohol or controlled substances.** Bel-Rea also **has the right to inform appropriate parties of serious "at-risk" behaviors** including if **any** student is considered to be a danger to him/herself or to other individuals or groups).

INSPECTING AND AMENDING RECORDS:

Educational records are **academic, financial or disciplinary records** that are maintained by a school and directly related to a student. **All eligible students have the right to inspect** their educational records as well as to seek amendment of any information they consider to be inaccurate or a violation of their privacy rights. To formally inspect an educational record, the student should request to do so in writing to the school official responsible who will then notify the student of the time and place where the records can be viewed. **Eligible students also have the right to request correction** of educational records and should do so in writing addressed to the school official responsible for that section of the student's record. The request should include what the student wants changed and why it is inaccurate. If the request for a correction of a student's educational record is denied the student can then ask for a formal hearing in writing addressed to the Director of the school. If, after a hearing, the school decides not to amend the record the student can place a statement containing his/her view of the contested information within the educational record.

RELEASE OF DIRECTORY INFORMATION and EDUCATIONAL RECORDS:

Under FERPA regulation, an institution *can* give out "**directory information**" *without* prior student consent.

NOTE: BEL-REA INSTITUTE DOES NOT FORMALLY PUBLICIZE STUDENT "DIRECTORY INFORMATION". "Directory Information" is defined as information in an educational record that would not normally be considered an invasion of privacy or harmful if disclosed. **Examples of "directory information" include a student's name, address, telephone listing, electronic mail address, photograph, degrees honors and awards received, date and place of birth, major field of study, dates of attendance, grade level and most recent educational agency or institution attended.** An eligible student can request in writing that their "directory information" not be disclosed, by filling out the other side of this form or some other written notification, and returning it to the Registrar's Office at Bel-Rea.

Bel-Rea Institute **will not release** information contained in a student's **educational records** (grades, financial aid, etc.) to anyone **unless authorized to do so** in writing by the student, except to maintain compliance with the Department of Education's FERPA regulations. **Educational records can be released by school officials* without student consent to a parent who has rightfully claimed the student as a dependent on his/her taxes, and to the following individual or parties:**

- "Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- School officials with legitimate educational interest;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies and
- State and local authorities, within a juvenile justice system, pursuant to specific state law (34 CFR 99.31)"

*A **school official** is someone employed by Bel-Rea Institute in an administrative, academic, supervisory, or support staff position as well as an attorney, auditor or collection agent.

Department of Education's FERPA website: www.ed.gov/offices/OM/fpc

FERPA Compliance Complaint Contact: Family Policy Compliance Office/US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605
